

<p>JANET NAPOLITANO GOVERNOR</p>		<p>BETSEY BAYLESS DIRECTOR</p>
<p align="center">ARIZONA DEPARTMENT OF ADMINISTRATION STATE PROCUREMENT OFFICE 100 North 15th Avenue, Suite 104, Phoenix, Arizona 85007 (602) 542-5511 (main) (602) 542-5508 (fax) http://www.azspo.az.gov</p>		

The Arizona State Procurement Office's AzSPO) has implemented a new supplier system. Suppliers wishing to participate in future procurements with the State of Arizona **MUST immediately register with AzSPO's new registration system**. This registration is required to obtain standing as a registered Arizona supplier. Only suppliers who are registered in the new AzSPO SPIRIT system are assured of receiving notification of procurement opportunities after January 1, 2004.

Registration is simple and easy. To register as an Arizona supplier, visit us at www.spirit.az.gov. Once at the site, simply click on the "Suppliers" link and then the "Register" link to begin your registration. Registration should only take a few minutes. There are no costs to register.

As part of the registration process, you will automatically be enrolled in AzSPO's new paperless e-Procurement system SPIRIT. SPIRIT is a secure Internet application that will give suppliers more opportunities to do business with the State and local governments. It will enable your company to create paperless proposals and thereby reduce procurement preparation time and costs. It will improve your marketing productivity. There are no costs for SPIRIT for registration or the submission of proposals, bids, or quotes. More details on SPIRIT can be found with this announcement.

If you have any questions about this notice, please click on SPIRIT at our web site www.azspo.az.gov and then select the "Supplier Announcement Package" link, e-mail us at spirit@ad.state.az.us, or call us at (602) 542-7600.

Sincerely,



John O. Adler, CPPO
Arizona State Procurement Administrator

Welcome To Spirit

The Arizona State Procurement Office (AzSPO) is proud to announce SPIRIT: an Internet service that automates Arizona's procurement process. SPIRIT is an electronic replacement for our outdated paper and mail procurement system. You will be able to use your computer at work or home, computers at most public libraries, or computers at AzSPO to access SPIRIT.

There is no cost for registering with SPIRIT or for its on-going use.

SPIRIT provides Arizona suppliers with a personalized, secure, confidential Internet site to both receive notifications for procurement opportunities and respond with quotes, bids and proposals in a paperless e-Procurement environment. SPIRIT provides five key features:

“One-Stop” Self-Registration- Suppliers may go to the SPIRIT Internet site and register at any time. Once registered, suppliers will electronically receive all quotes (RFQs), bids (IFBs), and proposals (RFPs) issued by AzSPO for the supplier's products and services. Suppliers may update their offerings and other registration information at any time ... no more missing a procurement opportunity simply because an agency was not aware of your latest product or service offerings.

Paperless Procurement Process- All AzSPO requests for quotes, bids, and proposals will be delivered to Arizona suppliers electronically. Clarifications, amendments, and negotiations will also occur electronically. Quotes, bids and proposals may be submitted from your desktop ... no more creating, packaging and physically delivering costly paper proposals ... no more racing down the freeway to deliver your proposal on time and no more disqualified offers for being late or having an incomplete submission.

More Opportunities to Compete- Small, minority, and women-owned businesses will have immediate online access to Request for Quotations (RFQs) for purchases of less than \$35,000 released by AzSPO ... no more missing an opportunity because you were not aware of an agency's request.

Online Contract Information- Once a SPIRIT supplier has been awarded a statewide contract, their product and pricing information will be available online to all state agencies as well as over 400 political subdivisions around the state that are members of AzSPO's Cooperative program. Amendments to contracts will be done electronically and updated contract products and prices will be available online quickly ... no more telephone tag in getting new products and pricing to your customers.

Online Competitive Data- After contract award, Arizona SPIRIT suppliers may review the procurement file online, including competitor offers and the procurement evaluation report ... no more traveling to AzSPO to review paper documents and paying for copies.

All suppliers MUST register with SPIRIT in order to do business with the State. Only suppliers that have registered with SPIRIT are assured of receiving RFQs, IFBs, and RFPs after January 1, 2004

You may register with SPIRIT as a part of AzSPO's new registration process. Go to <http://www.spirit.az.gov> and select the "Suppliers" link and then the "Register" link. After reading the registration message, click on the "OK" button at the bottom of the page to begin your registration.

All procurements released by AzSPO after January 1, 2004 will require suppliers to use SPIRIT. This includes Request for Proposals (RFPs), Request for Quotations (RFQs), and Invitation for Bids (IFBs). SPIRIT will be implemented for the procurements of other State agencies later in 2004. Effective January 1, 2004, **ALL AGENCIES** will rely on SPIRIT to select their supplier mailing lists. Therefore it is extremely important that all suppliers register with SPIRIT immediately.

If you have further questions about SPIRIT, please click on SPIRIT at AzSPO's current Internet site, <http://www.azspo.az.gov>, and then select the "Supplier Announcement Package" link. You may also call us at (602) 542-7600.